

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, January 14, 2015 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, January 14, 2015. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Gary Rosato, Larry Key, Dennis Kortekaas, Burl Ives, and Jim Kelley as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent: none.*

Also in attendance were Glen Hodgson – SEH road engineer, and residents Dan Butterfield, Judy Myers, and Cyndy Martin.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on December 10, 2014 and the Road Work Session on January 6, 2015

*After Supervisor Ives recapped the work session minutes for the audience, a motion was made by Supervisor Key to approve minutes as submitted for 12/10/14 and 1/6/15. Supervisor Kortekaas seconded the motion, which passed by a unanimous vote.*

3. **Business from the floor**

-None

4. **Treasurer's Report** for December 1-31, 2014

Treasurer Adams verbally recapped the treasurer's report of December and year end balances for the board:

- Starting Dec. 1 balance: \$ 909,186.31
- Receipts: \$ 379,967.96
- Disbursements \$ (84,316.64)
- Ending Dec.31 balance: \$1,204,837.63

Adams informed the board that because she and the Clerk had balanced their 2014 books, the December and year end balances were available – which is usually not accomplished until late January. However, it was noted that there will be updated Treasurer Reports for most of the months in 2014, to reflect the small corrections found while the clerk and treasurer went through the balancing process. For example, if an adjustment was made to February receipts or disbursements, or if the fund in which an expense come out of is changed, it affects *all* the treasurer reports going forward. Adams will bring these updated reports to the January 21<sup>st</sup> Board of Audit.

With regards to fund balances, Adams noted that even after the receipt of December 2014 apportionments, the Building and Grounds fund was still in a deficit of (16,036.57) due to projects like the entrance ramp and awning project, and maintenance issues like the new well at Wendigo and new furnace at the Service Center. The board may want to consider transferring money from the capital improvement fund in 2015 to bring the fund back into the black.

Chairman Rosato asked if there were any Road and Bridge bills pending from 2014 projects. Glen Hodgson replied that there is some retainage from the 2014 paved road project, but that the total is less than \$10,000.

***A motion was then made by Supervisor Kelley, seconded by Supervisor Ives, to approve the Treasurer's Report for January 14<sup>th</sup>, 2015, containing December 2014 financials. Upon roll call, motion passed by a unanimous vote.***

5. **Roads**

- Glen Hodgson – Township Road Engineer from SEH
  - Underwood Road west – Wetland Permit Application (see memo, and permit copy)

Hodgson reminded the board that he'd been working on Underwood Road-west since last spring, looking to improve the drainage without a major affect on the wetlands. It was found that before ditch improvement could be done, a permit was needed. A copy of the "Joint Application Form for Activities Affecting Water Recourses in Minnesota" was shared with the board in the agenda packet for their review, with a request by

Hodgson for board approval. He also requested that the board approve payment of the \$150 application fee.

Some information Hodgson shared about the wetlands permit process included:

- the permit approval will likely take 4-6 months
- the township should *not* have to “buy” any replacement wetlands as the project should be eligible for the MN BWSR (Board of Water and Soil Resources) local road replacement program
- it’s likely the permit will be approved, but a quick field review in the spring may be required before approval
- the township’s next step in the process is to sign the application, submit it with the application fee, maintain contact with agency regarding any questions, and wait for a permit.

Once the ditches are restored and drainage is corrected, Hodgson would like to see an overlay done on Underwood Road west.

***A motion was made by Supervisor Ives to proceed with application for wetland permit on Underwood Road west as presented by Hodgson, and approve the payment of the \$150 application fee. The motion was seconded by Supervisor Kortekaas. The board discussed the timing of bidding the overlay project, if they decided to do so, and asked if that could be done before the permit is actually received. Hodgson explained that yes it could be, but that the pending permit would need to be disclosed when bidding. Upon roll call, motion was passed by a unanimous vote.***

- Other road issues/concerns/updates
  - Consider approval of interested supervisors attending the Minnesota LTAP training session on “Pavement Rehabilitation: Products, Processes, and Strategies” (see flyer), and payment of related expenses (registration fee, time and travel).

Supervisors Kelley and Ives both shared that they would both like to attend the LTAP training on pavement rehabilitation on February 10<sup>th</sup> in Detroit Lakes. It was noted that while some LTAP trainings are available locally, this one was not. Hodgson commented that he felt it would be worthwhile, and will also try to attend.

***A motion was made by Supervisor Ives, and seconded by Supervisor Kelley, to approve that interested town board supervisors may attend the out of town LTAP session on Pavement Rehabilitation and submit expenses accordingly for registration fees, and related time and travel. The motion passed by a unanimous vote.***

## 6. Recreation

- Consider request for portable bathrooms at public landings in winter (see email)

An email was received by a concerned resident, urging the board to have portable bathrooms at the public landings during the winter – particular LaPlant and Mishawaka landings - for use by snowmobilers and fisherman. Overall, the board agreed it was a good idea. They also reviewed the costs, which was approximately \$70/month for each bathroom.

***A motion was then made by Supervisor Kortekaas, seconded by Supervisor Ives, to approve that standard sized portable bathrooms be placed at LaPlant and Mishawaka landings in the winter. After some discussion, the motion was amended to state that the bathrooms would be available only through February, as ice fishing is done at that time. The second to the motion stood, and the motion passed by a unanimous vote.***

Supervisor Kortekaas agreed to contact Northland Portables right away to request the additional portable bathrooms at the two landings.

- Crystal Park rink – call about “use” by dogs

Supervisor Ives received a call and photos from resident who live in the Crystal Spring area, near Crystal Park. The resident shared that when they went to use ice rinks, they saw numerous areas where a dog or dogs had

used the rink like a dog park, to 'do their business'. It was assumed that it was probably happening when rink attendant is not there. The board thanked Ives for bringing this to their attention.

- Rinks are open

Supervisor Key shared that both Wendigo and Crystal rinks are open, with apx 10-12 people/day using them. He added that it had been a challenge to open them again this year, due to the varying temperatures.

## 7. Correspondence

- Board Action items:

- Itasca County Annual Township & City Weed Report (given to Supervisor Kortekaas)

Supervisor Kortekaas told the board that he has already completed and submitted the weed report. They thanked him for his service as the township's local weed inspector.

- Noteworthy items:

- Minutes from Collaborative Opportunities Team Meeting on December 17. Note: Next meeting is on January 21<sup>st</sup> at ~~Grand Rapids State Bank~~ (TBD)

Supervisor Ives was at the December 17<sup>th</sup>, 2014 collaboration team meeting. He commented that the main topic was regarding the recreation association in the Greenway area, and discussions of how other cities/townships could start one or join theirs, and collaborate efforts.

- Non-action items

- None

## 8. Consent Agenda

a.) Consider approval of revised cemetery policy and pamphlet, with amended winter notification requirements.

***After reviewing the cemetery documents noted, which were done in response to a previous motion by the board to make changes to the winter notification process, a motion was made by Supervisor Key, seconded by Supervisor Kortekaas, to approve the consent agenda item. Motion was passed by a unanimous vote.***

## 9. Old Business

- Consider rescheduling the November 11, 2015 Regular Meeting as it falls on Veterans Day (a legal holiday)

Clerk Smith explained she discovered the date of the November Regular Board Meeting, always scheduled for the second Wednesday of the month, falls on Veterans Day in 2015, which is a legal holiday. And, that she confirmed with the MN Association of Township that a local government may *not* hold a meeting on a legal holiday, except in the case of an emergency.

***After reviewing date options for rescheduling the November Regular meeting, a motion was made by Supervisor Key to change meeting date to Thursday November 12<sup>th</sup> if the town hall was available, and if not, to Tuesday, November 10<sup>th</sup>, 2015. The motion was seconded by Supervisor Ives and passed by a unanimous vote.***

The Clerk will check the hall's availability with the town hall caretaker for November and report back to the board which, if either, date works for rescheduling the November Regular Meeting.

- Review quote from PC Refresh for 2 additional microphones and mixer for use by the board during township meetings, and consider approval for clerk to purchase and be reimbursed.

The board reviewed the information the clerk had received via email from PC Refresh, including 2 microphone cables, desktop bases, microphones, and a 12 channel audio mixer. Total cost was apx \$480 plus shipping and any tax.

Clerk Smith commented that it was not yet known if the cable commission would reimburse the township for the costs of adding 2 more microphones, as their January meeting was rescheduled for February. However, the request is on the Cable Commission's agenda for that meeting.

***A motion was made by Supervisor Ives to have the Clerk purchase the equipment needed for adding 2 more microphones for use during township meetings. The estimate for everything was \$479.38 plus shipping and***

**tax. The motion was seconded by Supervisor Key. Discussion: It was clarified that the equipment would be ordered online by the clerk and put on her personal credit card, and that she would be reimbursed regardless of the township being reimbursed by the Cable Commission. It was also shared that someone contacted Supervisor Key and offered to donate a podium to the township. This could be used by audience, with a microphone, once the new ones were received. The board liked this idea. Roll call was then taken, and the motion passed by a unanimous vote.**

- Review *old resolutions* as a reminder only (*all are still valid; no need to update nor rescind*):
  - #2007-006: Petition and Bond required for Cartway establishment – and - #2007-007: Cartway Established  
It was noted that the township did not spend any money for the cartway establishment.
  - #2008-001: Intersection Lighting  
The board discussed that this resolution was a request from the county, in relation to a grant they'd received to add lighting to several unlit intersections – four of which were in Harris Township. The county asked that if they provided the lights, that the township takes on the cost of maintaining the new street lights. The board did pass the resolution, but didn't think that the new street lights were ever installed by the county. The *township* installed lights at the intersection of 3 and 67, which was on the list from the county, but the others did not get done. Supervisor Ives wondered if LED lighting could be used in the street lights, and if there were any grants available for the change out. Perhaps the power companies could be talked to, about using LED lights in order to save tax payer money.

## 10. New Business

- Consider holding the township's "Board of Audit" during the January 21<sup>st</sup>, 2015 budget work session, at 7:00 p.m.

***A motion was made by Supervisor Key to add the "Board of Audit" to the agenda for the January 21<sup>st</sup> budget meeting as suggested. The motion was seconded by Supervisor Kelley, and passed by a unanimous vote.***

- IRS Business Mileage rate increase notice for 2015: \$0.575/business mile (up from \$0.560/mile in 2014)  
The board thanked the clerk for bringing this to their attention
- Consider approval of RBA #1 – approval of township Election Judge list for March 10, 2015

***Motion by Kortekaas, second by Ives, to approve the Request for Board Action #1 as presented by the Clerk, to approve the list of elections judges for the Township Election to be held March 10, 2015, at the rates noted for Election Day work hours and mileage for work related travel. Motion carried.***

- Consider approval of Resolution #2015-001 Appointing Absentee Ballot Board for March 2015 Twp Election

***Motion by Supervisor Ives, second by Supervisor Kelley, to approve resolution #2015-001 as presented, to appoint all election judges in RBA #1 above to the Absentee Ballot Board for the 2015 township election. Motion carried.***

- Consider accepting the \$50 gift card from Mediacom, to be used for town purposes

***Motion by Supervisor Kortekaas, second by Supervisor Key, to accept the \$50 gift card from Medicom, and approve that it can be used to pay for any township related expense. Motion carried.***

- Wipfli LLC Engagement Letter – for 2014 Township Audit

Treasurer Adams shared the annual "Engagement Letter" from Wipfli LLP, the township's independent auditor. The letter outlined what their audit services would include, and noted that the fee would not exceed \$6,300. The contact person would again be Deborah Medlin, the auditor who had worked with the Treasurer and Clerk for the past 5-6 years. Adams requested that the board approve using Wipfli for the 2014 township audit, and sign the letter of engagement.

***A motion was made by Supervisor Kortekaas, seconded by Supervisor Key, to approve using Wipfli for the township's 2014 outside audit, which is required by state statute due to the township's population and levy amount. Upon roll call, motion passed by a unanimous vote.***

The letter of engagement was signed and given to Treasurer Adams, who will return it to Wipfli LLP.

o Mediacom update

Supervisor Ives wanted to correct a previous statement he'd made regarding the franchise agreement with Mediacom, and that he had understood that the services at government entities should be free, such as the internet and phone services at the Harris Town Hall. However, he found that this was not a part of Mediacom's agreement, but that it was *Paul Bunyan* who'd offered free services at government entities.

Supervisor Kelley asked about the status of Paul Bunyan expansion in Harris Township, as he had gotten calls from residents asking if there is anything they can do to get their services. Chairman Rosato recapped that the township allowed Paul Bunyan to come into the township, but that they could expand on their schedule. However, he was not sure of their current expansion schedule.

o Future budget work session - set date and time

***A motion was made by Supervisor Ives to set Wednesday, February 4<sup>th</sup> as a budget work session, beginning at 7:00pm at the Harris town Hall. The motion was seconded by Supervisor Kelley and passed by a unanimous vote.***

**11. Approve payment of bills for January 2015**

Treasurer Adams noted that on this month's bill list, Mike Hendricks/Creative Services yearly invoice was included for \$3,200 which covered all his 2014 services. Also included were invoices to Itasca County Auditor for costs from the township annual March 2014 Election and the Special Election on May 6<sup>th</sup>, as well as the cost for mailing tax notices to all residents - a total of \$1,826. Adams also noted that the December Century Link bill is NOT estimated, as shown on the bill list description, and that it is paid *online*.

***Motion was made by Supervisor Ives, seconded by Supervisor Kelley, to pay the bills as per the attached document titled "January 2015 Bill Listing to Board" in the amount of \$35,373.25, plus the \$150.00 check to the Soil Conservation District for the wetlands application fee, for a revised total of \$35,423.25. Upon roll call, motion passed by a unanimous vote.***

**12. Public Input (please limit comments to 5 minutes)**

- Dan Butterfield commented he had been under the assumption that Mediacom covered all of Harris Township. However, he recently found that there are many areas which are *not* covered, as they do not meet Mediacom's density requirements. For example, Mediacom lines run down Harris Town Road, but residents of the road cannot connect. Supervisor Ives shared that his Mediacom contact person has agreed to bring such issues in Harris Township to the "higher powers".

**13. Adjourn**

***With no other business to come before the board, a motion was made by Supervisor Ives, seconded by Kelley, to adjourn tonight's meeting at 8:33 p.m. Motion carried.***

Respectfully submitted,

Michele Smith, Harris Township Clerk

January 2015 Bill Listing to Board

	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	1,057.32
Gary Rosato	Mtgs, wages, labor, less withholding	530.56
Dennis Kortekaas	Mtgs, wages, labor, less withholding	486.89
Burl Ives	Mtgs, wages, labor, less withholding - DEC	642.07
Burl Ives	Mtgs, wages, labor, less withholding - JAN	560.39
Jim Kelley	Mtgs, wages, labor, less withholding	486.89
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	968.35
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	608.17
Bonnie Key	Cleaning labor, showing, less withholding	447.29
Dan Key	Labor less withholdings	2,654.60
Derrick Marttila	Labor less withholdings	2,751.60
PERA	ONLINE pmt:: Payroll withholding	1648.98
Blue Cross Blue Shield	health care renewal Jan 1 - Feb 1	1105.62
Carrot Top Industries	us flag, mat square corner, waterhog classic mat	310.79
CarQuest	id-359714 oil filter	8.33
Century Link	December phone service - estimated	278.58
Creative Services Associates	Harris Township grounds development - Mike Hendricks	3200.00
Davis Oil	Dec invoices - fuel	290.33
Express Employment	rink attendents 12/30	426.24
Ferrellgas	propane for town hall	733.29
Grand Rapids Public Utilities	Utilities; lights and town hall	197.61
Herald Review	filing notice, meeting schedule	900.60
Itasca County Association of Townships	Itasca County and Minnesota Association Dues	1,608.96
Itasca County Auditor	Election costs - ballots, machine programming 3/11, 5/6, notices 2014	1,826.69
Itasca County Sheriffs Office	alarm service	30.00
L and M	Dec invoices	429.70
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	713.87
MediaCom	Township hall phone and internet- OCT, NOV, DEC	426.36
Minute Man Press	copies for meetings	54.54
Pokegama Electric	fix light pole, crystal and wendigo lights, LED lights, flag pole light	2,861.65
Power Plan	Nortrax Equipment	179.04
Range Water	cooler rental jan plus cooler in store 5 gal	10.00
S E H	Engineering services: misc. services	2,755.00
Security Life Insurance	Meritain dental insurance	833.46
Shaw and Shaw	call to Lotti attorney	40.00
Stokes	office supplies	38.77
Verizon	cell phones through 1/12/15	200.62
Waste Management	3 yd rel on call	17.54
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,689.55
<b>Total</b>		<b>\$ 35,373.25</b>

Approval to pay :: January 14, 2015, Checks numbered 16611 through 166

+ 150.00  
 \$ 35,523.25

Jim Kelley                      Larry Key                      Dennis Kortekaas                      Burl Ives                      Gary Rosato